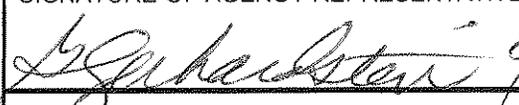


| | | |
|--|---|--|
| POSITION DESCRIPTION | | AGENCY/DEPT ID Department of Administrative Services DAS302310 |
| DIVISION OR INSTITUTION Human Resources | UNIT OR OFFICE Applications & Security | COUNTY OF EMPLOYMENT Franklin |

| | | | | |
|--|--|---|---|------------------------------------|
| POSITION NUMBER 20005896 JOB TITLE Project Manager 2 JOB CODE 63382 | <input type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input checked="" type="checkbox"/> Update | | Position Hyperlinked to <input type="checkbox"/> Agency Organizational Tree | |
| | USUAL WORKING TITLE OF POSITION Program Manager | | POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20005815 Business Transformation Program Manager | |
| | <input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Intermittent | <input type="checkbox"/> Classified <input checked="" type="checkbox"/> Unclassified | Overtime: <input type="checkbox"/> Eligible <input checked="" type="checkbox"/> Exempt If FLSA Exempt, exemption type: | Bargaining Unit Page 2 of 2 |
| | NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 8:00 am TO: 5:00 pm | | | |
| | JOB DESCRIPTION AND WORKER CHARACTERISTICS | | | |
| | % | Job Duties in Order of Importance | Knowledge, Skills & Abilities | |
| | 30 | Coordinates with external agencies, the Office of Information Technology, HRD Administrators & Deputy Director's office to define project requirements, quality standards & time lines; determines & addresses issues that are affecting project; defines specific activities to be performed to produce project deliverables; ensures proper balance of cost, time, & quality & scope; provides regular reports (e.g., progress reports); determines & allocates resources & assists in budget planning. | Knowledge of 1, 2, 3, 4, 5, 6, 7, 8* Skill in 9, 10 Ability to 11, 12, 13, 14, 15. | |
| | 10 | Performs other related duties as required: attends HRD senior staff meetings, makes project presentations to organizations, executive management, public & private groups; maintains awareness of new & emerging technologies & the potential application on client engagements. | Knowledge of 2, 3, 4, 5, 6 Skill in 9, 10 Ability to 11, 12, 13, 14, 15. | |
| | | | *developed after employment | |
| | List Position Numbers & Job Titles of Positions Directly Supervised: BPA 2: 20005856, 20005938; Mgt Anal: 20005859; Exec Secy: 20005835; Sr Bus Transf Anal: 20005851, 20073481, 20074136, 20073474, 20005935. | | SIGNATURE OF AGENCY REPRESENTATIVE  | DATE 8/3/10 |